

# Los Alamos

NATIONAL LABORATORY

## memorandum

Security Systems Group FSS-11, G725

*To/MS:* Master Management, Secretarial  
Distribution

*Thru/MS:* Stanley L. Busboom, FSS/SS, MS G729

*From/MS:* Robert L. Pearson, G725

*Phone/Fax:* 667-4801/665-6638

*Symbol:* FSS-11/98/0024

*Date:* December 18, 1997

### SUBJECT: DOE BADGE CONVERSION

The Systems Security Group (FSS-11) has completed final testing and on December 16 will begin the changeover enabling utilization of the standard DOE green picture badge for access control, thereby eliminating the need for the extra white access card. To accomplish this, software must be replaced in thirty six field security concentrators, all hand geometry units, AACS turnstiles, and AACS portals throughout the Laboratory. In order to minimize the impact on using organizations, the transition for most of the Laboratory will be accomplished over a five to six week period beginning immediately after the Holidays on January 5, 1998. The Facilities, Safeguard and Security compound (FSS/SS), Los Alamos Area Office (LAAO), Central Guard Facility (CGF), and the AACS Portals at TA-48-1 and SM-40 south fence line have been or will be completed during the month of December. Please look for the green signs alerting you that only the DOE picture badge will work in these converted systems. We will continue to post these alerting green signs in close proximity to the access control systems, so customers will know which badge (white access card or green DOE badge) to use. **Do not discard your white access card until all of the access control systems have been modified in mid-February (FSS-11 will announce when this has taken place.)**

During the transition period, FSS-11 personnel and FSS-15 Badge Office personnel will be in the field at certain times and locations with an encoder, laminator, and hand clip punch to provide assistance and try to correct minor problems as they arise. We will also have the ability to re-encode or relaminate badges in good condition, but we will not have the capability to make and issue new badges in the field. A supply of badge pouches and clips will also be available. DOE is in the process of changing the standard badge specifications, but has given interim verbal approval to lengthen the slot on the badge for those who prefer to use the wider plastic clips instead of a pouch or metal clip.

In order to minimize inconvenience and frustration, all DOE standard badge holders should inspect their badge in advance for the following:

1. Is the lamination peeling back or coming off?
2. Is the black magnetic stripe, on the reverse side, still a solid black stripe or has part of it been worn away or damaged by other plastic cards (ES&H, GET, training cards, etc.) or keys that you may carry?
3. Has it been exposed to any high intensity magnetic fields which may have destroyed or altered the data on the magnetic stripe?

If the answer to any of these questions is YES, or if you have any doubts about the condition of your badge, you should go to the Badge Office to have your badge replaced or repaired prior to the changeover date for your Technical Area or site.

FSS-11 has a signed work agreement with almost every Facility Management Unit (FMU) at the Laboratory which will be followed at all times. Below is the implementation schedule listing the FMU number, concentrator number, software changeover day and time, technical areas, building numbers, and locations where you may obtain assistance. This schedule will be followed barring any unforeseen circumstances or changes due to facility operations or requirements.

During this same time period, CIC-4 and Lujan Software will also begin changing over the standalone badge reader systems that they maintain.

If you have any questions, please contact Theresa C de Baca or myself at 667-1677 or e-mail us at tcdebaca@lanl.gov or rpearson@lanl.gov.

<b>FMU</b>	<b>CONC #</b>	<b>FIELD SOFTWARE CHANGE</b>		<b>SITE &amp; ASSISTANCE LOCATION/TIME</b>		<b>DATE OF CUTOVER</b>
81	1	TUE	10:00 AM	TA-3-440	BADGE OFFICE	12/02/97
81	31	WED	08:15 AM	TA-3-513	BADGE OFFICE	12/10/97
81	32	TUE	08:15 AM	LAAO	(TUE 08:15 - 12:00)	12/16/97
77	42	TUE	13:30 PM	TA-3-16	BADGE OFFICE	12/16/97
81	2	WED	08:15 AM	TA-48-1	(WED 08:15 - 12:00)	12/17/97
81	66	THU	09:15 AM	TA-3-440	BADGE OFFICE	12/18/97
81	80	MON	08:15 AM	TA-64-1	(MON 08:15 - 16:30) (TUE 06:30 - 16:30)	12/22/97 12/23/97
70	29	MON	08:30 AM	TA-41-4	(MON 08:30 - 14:30)	01/05/98
70	79	TUE	10:30 AM	TA-16 GATE	(TUE 10:30 - 18:30) (WED 06:30 - 14:30)	01/06/98
62	37	TUE	14:00 PM	TA-3-30	BADGE OFFICE	01/06/98
67	71	WED	09:00 AM	TA-39 GATE	(WED 09:00 - 13:30)	01/07/98
71	24	THU	08:30 AM	TA-52 ENT	(THU 08:30 - 11:30)	01/08/98
70	55	MON	09:00 AM	TA-21-209	(MON 09:00 - 13:30) (TUE 07:00 - 13:30)	01/12/98
66	92	MON	13:00 PM	TA-21-210	SEND TO 21-209	01/12/98
81	65	TUE	08:30 AM	PAJ SCHOOL	(TUE 08:30 - 15:00)	01/13/98
66	57	WED	09:00 AM	TA-46-24 ENT	(WED 09:00 - 15:00)	01/14/98
70	54	THU	09:00 AM	TA-46-42	(THU 09:00 - 15:00)	01/15/98
63	83	THU	14:00 PM	TA-3-100	BADGE OFFICE	01/15/98
61	72	TUE	08:30 AM	TA-53-1 A-WING	(TUE 08:30 - 14:00)	01/20/98
61	94	TUE	10:30 AM	TA-53-19	SEND TO 53-1 A- WING	01/20/98
71	45	WED	08:30 AM	TA-59-1	BADGE OFFICE	01/21/98
75	15	THU	08:30 AM	TA-35-68 GATE	(THU 08:30 - 14:00)	01/22/98
75	53	THU	10:30 AM	TA-35-87	SEND TO 35-68- GATE	01/22/98
73	21	FRI	08:30 AM	TA-35-213	(FRI 08:30 - 14:00)	01/23/98
77	41	MON	09:00 AM	TA-3-40	(MON 09:00 - 14:30)	01/26/98
77	50	TUE	08:30 AM	TA-3-216	(TUE 08:30 - 14:30) (WED 08:30 - 14:30)	01/27/98
62	20	TUE	10:30 AM	TA-3-261	BADGE OFFICE	01/27/98
63	36	WED	08:30 AM	TA-3-2011- ACL	BADGE OFFICE	01/28/98
63	49	WED	15:00 PM	TA-3-123	(THU 06:45 - 16:00) (FRI 06:45 - 16:00)	01/28/98
63	85	THU	08:30 AM	TA-3-1498	SM 123/BADGE OFFICE	01/29/98
63	86	THU	10:00 AM	TA-3-1498	SM 123/BADGE OFFICE	01/29/98
63	87	THU	11:30 AM	TA-3-1498	SM 123/BADGE	01/29/98

81	25	FRI	09:00 AM	TA-3-43 X-DIV	OFFICE BADGE OFFICE	01/30/98
63	93	MON	08:30 AM	TA-3-207	BADGE OFFICE	02/02/98
81	68	MON	10:00 AM	TA-3-43 A-WING	BADGE OFFICE	02/02/98
81	73	TUE	08:45 AM	TA-3-43 MAIN ENTRANCE	BADGE OFFICE	02/03/98

**MAKE SURE GUARD STAYS ALL  
WEEK 2/2-2/5 ON 11 HOUR  
SHIFT!!**

RLP

Cy: FSS-11 Group File